



# **Departmental Quarterly Performance Report**

**Department Name: Office of Safe Neighborhood Parks**

**Reporting Period:**

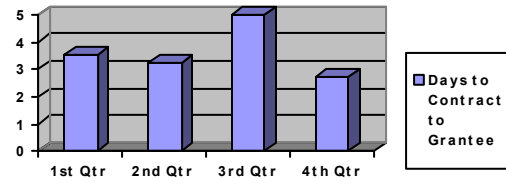
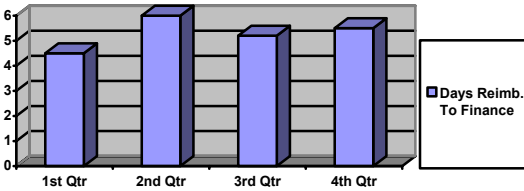
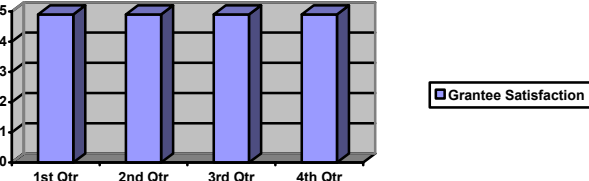
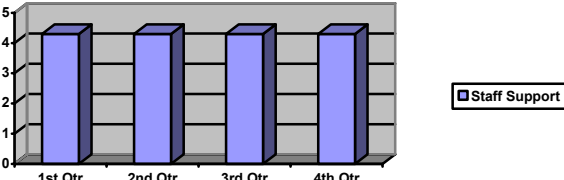
**FY 02/03**

**4th Quarter**

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**Departmental Quarterly Performance Report**  
**Department Name: Office of Safe Neighborhood Parks**  
**Reporting Period: FY 02/03 4<sup>th</sup> Quarter**

**MAJOR PERFORMANCE INITIATIVE**

<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  <b>RC-2 Develop contracts and amendments with Grantees for disbursement of bond proceeds and interest earnings within 6 days following authorizing action.</b></p>  <table border="1"> <caption>Days to Contract to Grantee</caption> <thead> <tr> <th>Quarter</th> <th>Days to Contract to Grantee</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>3.5</td> </tr> <tr> <td>2nd Qtr</td> <td>3.2</td> </tr> <tr> <td>3rd Qtr</td> <td>4.8</td> </tr> <tr> <td>4th Qtr</td> <td>2.8</td> </tr> </tbody> </table>	Quarter	Days to Contract to Grantee	1st Qtr	3.5	2nd Qtr	3.2	3rd Qtr	4.8	4th Qtr	2.8	<p><u>x</u> <i>Strategic Plan</i>  <u>x</u> <i>Business Plan</i>  <i>Budgeted Priorities</i>  <u>x</u> <i>Customer Service</i>  <i>ECC Project</i>  <i>Workforce Dev.</i>  <i>Audit Response</i>  <i>Other</i> _____  <i>(Describe)</i></p>
Quarter	Days to Contract to Grantee										
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<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  <b>RC-2 Upon submission of complete and accurate reimbursement requests from Grantee, submit payment request to Finance within 9 days.</b></p>  <table border="1"> <caption>Days Reimb. To Finance</caption> <thead> <tr> <th>Quarter</th> <th>Days Reimb. To Finance</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.5</td> </tr> <tr> <td>2nd Qtr</td> <td>5.8</td> </tr> <tr> <td>3rd Qtr</td> <td>5.2</td> </tr> <tr> <td>4th Qtr</td> <td>5.5</td> </tr> </tbody> </table>	Quarter	Days Reimb. To Finance	1st Qtr	4.5	2nd Qtr	5.8	3rd Qtr	5.2	4th Qtr	5.5	<p><u>x</u> <i>Strategic Plan</i>  <u>x</u> <i>Business Plan</i>  <i>Budgeted Priorities</i>  <u>x</u> <i>Customer Service</i>  <i>ECC Project</i>  <i>Workforce Dev.</i>  <i>Audit Response</i>  <i>Other</i> _____  <i>(Describe)</i></p>
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<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  <b>RC-4 Maintain a 4.5 (out of 5.0) satisfaction rating for staff support/service by the SNP Oversight committee.</b></p>  <table border="1"> <caption>Grantee Satisfaction</caption> <thead> <tr> <th>Quarter</th> <th>Grantee Satisfaction</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.8</td> </tr> <tr> <td>2nd Qtr</td> <td>4.8</td> </tr> <tr> <td>3rd Qtr</td> <td>4.8</td> </tr> <tr> <td>4th Qtr</td> <td>4.8</td> </tr> </tbody> </table>	Quarter	Grantee Satisfaction	1st Qtr	4.8	2nd Qtr	4.8	3rd Qtr	4.8	4th Qtr	4.8	<p><u>x</u> <i>Strategic Plan</i>  <u>x</u> <i>Business Plan</i>  <i>Budgeted Priorities</i>  <u>x</u> <i>Customer Service</i>  <i>ECC Project</i>  <i>Workforce Dev.</i>  <i>Audit Response</i>  <i>Other</i> _____  <i>(Describe)</i></p>
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<p>County Mgr. Priority (Circle One): <i>People</i> <u>Service</u> <i>Technology</i> <i>Fiscal Responsibility</i>  <b>RC-4 Maintain 4.3 (out of 5.0) satisfaction rating by the SNP Grantees.</b></p>  <table border="1"> <caption>Staff Support</caption> <thead> <tr> <th>Quarter</th> <th>Staff Support</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>4.3</td> </tr> <tr> <td>2nd Qtr</td> <td>4.3</td> </tr> <tr> <td>3rd Qtr</td> <td>4.3</td> </tr> <tr> <td>4th Qtr</td> <td>4.3</td> </tr> </tbody> </table>	Quarter	Staff Support	1st Qtr	4.3	2nd Qtr	4.3	3rd Qtr	4.3	4th Qtr	4.3	<p><u>x</u> <i>Strategic Plan</i>  <u>x</u> <i>Business Plan</i>  <i>Budgeted Priorities</i>  <u>x</u> <i>Customer Service</i>  <i>ECC Project</i>  <i>Workforce Dev.</i>  <i>Audit Response</i>  <i>Other</i> _____  <i>(Describe)</i></p>
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**Departmental Quarterly Performance Report**  
**Department Name: Office of Safe Neighborhood Parks**  
**Reporting Period: FY 02/03 4<sup>th</sup> Quarter**

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**PERSONNEL SUMMARY**

***A. Filled/Vacancy Report***

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	4	5	4	1	4	1	4	1	4	1

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:**

***B. Key Vacancies***  
**NONE**

***C. Turnover Issues***  
**NONE**

***D. Skill/Hiring Issues***  
**NONE**

***E. Part-time, Temporary and Seasonal Personnel***  
***(Including the number of temporaries long-term with the Department)***  
**OSNP funds one (1) temporary Clerk II in Miami-Dade County Park & Recreation Department up to \$24,000.**

***F. Other Issues***  
**NONE**

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**FINANCIAL SUMMARY**

(All Dollars in Thousands)

	PRIOR YEAR  Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
<b>Revenues</b>								
♦	440,882	498,000	124,500	113,510	498,000	427,068	70,933	86%
♦								
♦								
♦								
<b>Total</b>	440,882	498,000	124,500	113,510	498,000	427,068	70,933	86%
<b>Expense*</b>								
<b>Personnel</b>	354,648	405,000	101,250	80,367	405,000	337,338	67,663	83%
<b>Operating</b>	86,142	93,000	23,250	33,143	93,000	89,730	3,270	96%
<b>Capital</b>	92	0	0	0	0	0	0	
<b>Total</b>	440,882	498,000	124,500	113,510	498,000	427,068	70,933	86%

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

**Equity in pooled cash (for proprietary funds only)**

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>380/38A</b>	7,841,724	6,271,017	3,401,829	3,395,189	3,035,756
<b>380/38B</b>	7,339,533	7,461,705	6,967,244	5,471,544	4,839,124
<b>380/38C</b>	17,171,158	16,361,812	15,324,704	14,929,692	14,990,319
<b>380/38D</b>	24,072,144	21,184,133	17,463,071	15,153,399	14,214,279
<b>380/38E</b>	0	11,375,981	7,407,476	7,297,132	7,238,839
<b>Total</b>	56,424,559	62,654,648	50,564,325	46,246,956	44,318,317

**Comments:**

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

- 1- Revenues drawn down only to cover expenses
- 2- Budget includes Const. Manager 1 position not filled, which is partially offset by reclassification of Accountant 1 to Administrative Officer 2
- 3- Approximately 33% of all operating expenses are incurred in the 4<sup>th</sup> Quarter (general administration cost, annual audit, final rent expense)

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***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception that will prohibit the Department from being within authorized budgeted expenditures and available revenues)

**NONE**

**DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature  
Department Director

Date\_\_\_\_\_